



Info@starklawlibrary.com

Stark County Law Library Association

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BEGINNERS

Intro to Word Processing

The email address, info@starklawlibrary.org really works! TRY IT!!

I know you must be anxious to start surfing the web, sending email, getting into an interesting chat room and all the really neat things that you can do on the web! But first I think you need a little bit more of the really basic stuff.

This month I will introduce **word processing**. I hope you have been practicing your typing and mousing skills, we are going to be using them!!

(P.S. While Christmas shopping, I saw old versions of Mavis Beacon Teaches Typing on the sale racks in most of the office supply stores.) If you don't already have a typing tutor program, **GO GET ONE!**

Now that you at least know the home row keys "asdfghjkl;" its time to start putting them to work. Open your Internet Browser (probably Internet Explorer or Netscape Navigator). At the top where it says "Address" or "URL", and there will be a box with words starting with "http://". This is where you type the address of the website you want to visit. Click in the box to make the words gray and press the **Delete** key. Today I want you to visit "<http://www.baycongroup.com/word.htm>". Be sure to type exactly what I have written **without** the quotation marks! This is a very good site for learning the basics of word processing. Look for and click on "Click here to start". Don't get overwhelmed by the number of topics there are to learn. We are going to take this nice and slow. We are only doing Lesson One and Two this month. P.S. We are going to print 13

pages of text so find some recycle paper and use the backs — usually you put the paper in the printer with the "used" side facing you. (don't worry, we're not going to DO all 13 pages, but it'll be easier now to just print the whole thing!)

To get to "**Lesson One**" you will need to use the "scroll bar." It's the light gray column on the far right side of your screen. At the bottom of the gray column there is a small black arrow pointing down. Click on it a few times and the text moves up and displays more of the page. Click on "**Lesson One: Getting Familiar with Microsoft Word.**"

At the top of the screen in the left corner you will find the word "File." Put your mouse arrow on "File" in the upper left corner of the screen and drag down to "Print," when it is highlighted, let up on the mouse button. A dialog box will appear on your screen. Find the "OK" and click on it. Use your time wisely and read through the lesson while it is printing. At the top of the screen just below "File," find "Back" and click on it to get back to the main page. Repeat this paragraph for "**Lesson Two: Things You Need to Know.**"

Some sections of the lessons are nonessential at this point, do them if you want, but if you have trouble with one of them just forget it and go on to the next section. The nonessentials are: "Document View" in "Lesson One" and "Options—Status Bar," "Nonprinting Characters," and "Setting Options," "Choosing Menu Commands by Using the Alt Key," and "Shortcut Notations" in "Lesson Two."

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- Learn how to:
- 1) Create and name folders and
 - 2) Find a "lost" document

INTERMEDIATE

Realtime court reporting

Before I get into the main topic for this month, realtime court reporting, I want to pass along a few “gems” I found while searching the web! I’m sure you know that when using your word processor you don’t have to “click and drag” to select text. We all know to double-click to select a word, and triple-click to select a paragraph. But did you know that you can just select one sentence within the paragraph by holding down **Ctrl** and clicking on the sentence, or select the entire document with **Ctrl + A**?

And don’t you just hate it when you are trying to click and drag a long portion of text that is continued on the next page and the mouse flies way ahead -- totally out of control!! Here is the solution, single-click in the left margin right beside the first line you want to select. (Be sure your mouse is an arrow, not the cursor!) Use the scroll bar to find the last line you want. Now hold down the **Shift** key, and single-click the left margin outside the last line.

Presto, you’ve captured that hard to highlight text!! ¹

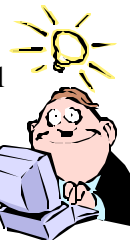
Now to the good stuff!

Realtime court reporting is a dramatic breakthrough in enabling attorneys to manage their case load. ² “Realtime” as a computer term means “happening right now, in present time.” In a deposition or trial setting, realtime programs are a means of having the court reporter’s notes made into plain English just seconds after the reporter enters them on the stenographic writer, and then broadcasting this text to the attorneys’ computers where it is captured by a special program. ³



“Gaining an Instant Advantage with Realtime Court Reporting” by Sheila Atkinson-Baker at <<http://www.depo.com/rtgaia.htm>> lists ways in which realtime court reporting can help you.

“A Twelve Step Recovery Program for Paper and Pen Dependency,” by D. Michael Bush at <<http://www.depo.com/rt12s1.htm>> will take you through the experience of using realtime technology. The article is based on the software LiveNote, but there are other software programs CaseViewII® at <<http://www.stenograph.com/>>, Summation Legal Technologies at <<http://www.summation.com/products/realtime.htm>>, and e-transcript binder at <www.realLegal.com> that do the same thing.



You may want to go to <<http://www.livenote.com/download.html>> to view the LiveNote Tutorial (it has graphics and shows off the software a little better).

“Realtime Court Reporting Procedures for the United States District Court Northern District of Ohio” at <http://www.ohnd.uscourts.gov/Attorney_Information/Realtime/realtime.html> gives you the specifics for Ohio courts.

The advantages to using realtime court reporting are:

1. It cuts down on travel time and costs.
2. You have instant access to what was said, you can scroll back to clarify points creating a smoother-running deposition
3. It allows an attorney who is not present for the deposition to have access to the entire transcript as soon as he logs on, so he can quickly get up to speed on what is occurring. (Particularly helpful when a morning *ex parte* runs over-time.)
4. It permits other people not in attendance to immediately view the transcript. For example, if you are deposing the other side’s medical transcript, and they present you with an

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Advantages of Using Realtime Court Reporting

1. Cuts down on travel time and costs
2. Allows instant access
3. Those not in attendance can immediately view the transcript
4. Aids jurors with hearing impairment
5. Aids foreign-language interpreters

ADVANCED

Creating a Web Page

A lot of law firms are using web sites to market their firms. “Net Marketing for Lawyers: Should You Take the Net Plunge?” at <<http://www.netlawtools.com/marketing/index.html>> is MUST reading before you take the plunge!! There is an abundance of information here - overload maybe, but be sure to check out the “Ethical Issues” section! If you are ready to have a go at it, here are some good places to start.

- Before you build a house, you have to have a plan. The “Step-By-Step Site Planner” by Keith Reichley at <<http://www.ecommercebase.com/article/507>> will help you develop one.
- Pagetutor.com offers “So, You Want To Make a Web Page! 4.4” by Joe Barta at <<http://www.pagetutor.com/pagetutor/makapage/index.html>>. This tutorial is for “all wet behind the ears” Newbies. It teaches basic html and by the end of the 24 mini lessons you will have a decent web page. Near the end of the tutorial there is even a link to “Top 10 Ways To Tell If You Have a Sucky Homepage” by Jeffrey M. Glover that is worth your time, but if you follow the lessons this probably won’t happen to your web site!
- “The Web Developers Virtual Library” at <<http://www.wdvl.com/>> offers tutorials at many levels, from Selena Sol’s “3 Day

Introduction to Web Design” including “The Basics of HTML, Hyperlinks and Images, and Advanced Formatting” (which can be found at <<http://www.wdvl.com/WebRef/Help/Begin.html>>) to “The Perl You Need to Know” a 19-part (and growing) tutorial series on using Perl in web development by noted Perl expert Aaron Weiss that is for more experienced computer users who have some familiarity with any other programming language, from BASIC to Pascal to C to JavaScript. The site also contains links to software for your site with reviews.

Another option is to go to <<http://findtutorials.com>>. In their Choose a Category Section you will find LOTS of information on Web Development. Pick your own tutorial and go to it!

An excellent on-going discussion of legal web sites is “The Internet Roundtable” by Brenda Howard, Dennis Kennedy, Jerry Lawson and LaVern Pritchard. It is located in the Marketing section of LLRX.com at: <<http://www.llrx.com/resources6.htm>>.

But before you rush to your computer, keep in mind that it takes a LOT of time to build and maintain a website, and even more to learn from scratch! You may find it more economical (particularly if you are not a “techie”) to have someone else do the work for you.

BEGINNER

Intro to Word Processing (Continued)

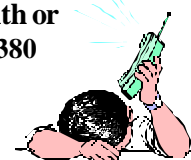
Mark them in some way on your papers to identify them as “extras”.

These lessons are based on Microsoft Word 97, but the basics are pretty much the same for all word processors. You’ll notice that the first paragraph of “Lesson One” says “To begin, open Microsoft Word.” If you know how to do that, you’re way ahead of the game and you can skip the next paragraph!!!

To open your word processor (and it may not be Microsoft Word) click on the word “Start” in the bottom right corner of your screen and hold your mouse button down. Drag the mouse up the column that appears until “Programs” is highlighted - a LONG list will appear

on the left. Drag your mouse over to that column and drag your mouse up and/or down until you find the word “Word” (it may be Microsoft Word or Word Perfect, etc. If you can’t find “Word”, look for “Works” sometimes word processing programs are part of a package that includes the word “Works.”) When you find “Word” or word processing, let up on your mouse button and you are ready to start “Lesson One.” Good Luck!!

If you have a problem, find that kid who helped you last month or call Nancy at (330) 451-7380 between 8:30 and 12:30.



Never use
undated
information!

INTERMEDIATE

Realtime court reporting (Cont.)

expert, you can have your own expert log on at some point and review the questions that should be asked before the deposition is over.

5. When taking a multiple-day deposition, a paralegal could be back at the office summarizing the deposition as it takes place and preparing the exhibits for the next day.
6. Potential jurors with hearing impairment can participate in the voir dire and trial proceedings by having the realtime reporter serve as an interpreter during the trial.
7. Foreign-language interpreters can read the entire question instead of translating the proceedings in phrases.

FOOTNOTES

¹ Stille, Karyn. “Business Software.” 2001. About.com, Inc. 15 February 2001. <<http://businesssoft.about.com/compute/businesssoft/library/blwordselect.htm>>

² Bush, D. Michael. “A Twelve Step Recovery Program for Paper and Pen Dependency.” Depo.com. 2000. Atkinson-Baker, Inc. 17 February 2001. <<http://www.depo.com/rt12s1.htm>>

³ “Realtime Deposition Technology.” depo.com. 2000 Atkinson-Baker, Inc. 15 Feb 2001. <<http://www.depo.com/rtintro.htm>> 4 <<http://www.depo.com/InternetRealtime.htm>>